

Website Editor User Guide



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MINIMUM SYSTEM REQUIREMENTS

PC

In order to maximize your online experience, OnCourse suggests that you check your computer for the following minimum requirements.



- **Internet Explorer 7.0 or Mozilla Firefox 3.0 (Or Higher)**
- **Screen Resolution 1024x768**
- **Adobe Acrobat Reader 8.0 (Or Higher)**
- **Microsoft Office Word/Excel**

Pop-up blockers – OnCourse requires that a variety of dialog boxes open. Pop-up blockers should be turned off because they can prevent these dialog boxes from opening properly.

System Fonts –Set the system fonts to medium in order to achieve a maximum display for the OnCourse screens.

DESIGN YOUR WEBSITE

USEFUL TIPS

-  Pencil buttons allow you to edit specific sections.
- A link to your website is located at the top of the page. You can copy and paste this link to send to students or colleagues.
- Deleted pages can be recovered by using the **Version** dropdown box in the top right of your webpage.
- There is a website hit counter built into the bottom of each webpage.
- To organize your website into logical sections, use the table tool  from the editor toolbar. This will give you more control of how your content is displayed.

DESIGN ASSISTANT


The *Design Assistant* allows you to change themes and headers.

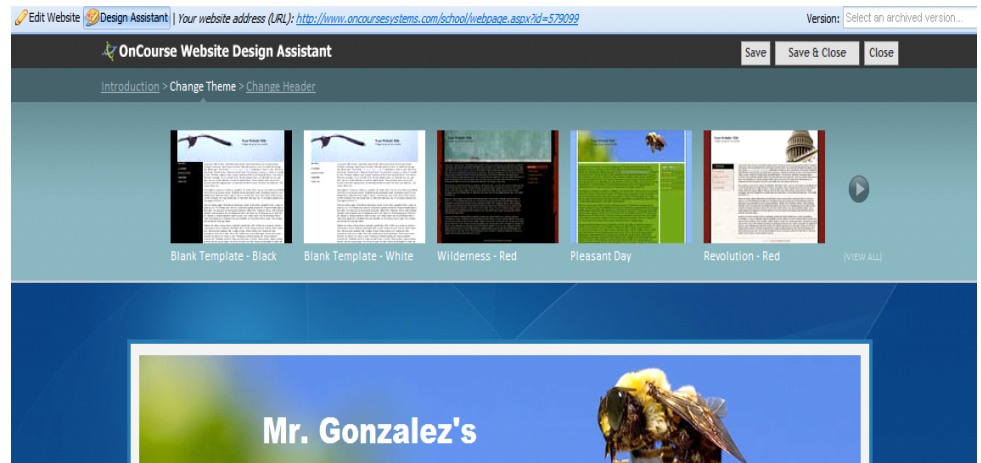
THEMES

Themes set the color, background, and layout for the webpage.

HOW TO CHANGE YOUR THEME

- From the tool bar, click *Design Assistant*.
- A new screen will load.
From this toolbar, select **Change Theme**.

- Use the arrows  to scroll through the available themes or click **View All**, below the arrow, to view all themes.
- Click on a theme to preview. The preview will display in the lower half of the window.
- Click **Save** or **Save and Close** to keep the theme, or click **Cancel** to return to *Edit Website*.

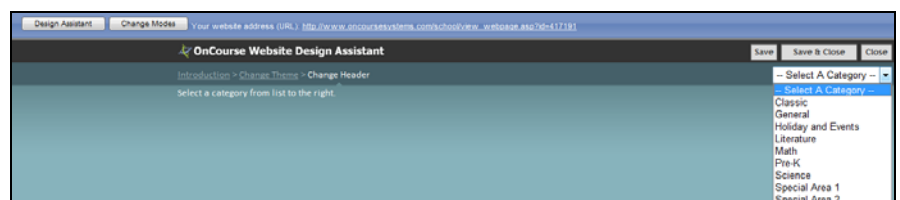


HEADERS

The header allows you to change the graphic at the top of your webpage.

HOW TO CHANGE YOUR HEADER PICTURE


- From the tool bar, click *Design Assistant*.
- A new window will open and from this toolbar, select **Change Header**.
- From the **Select A Category** dropdown on the right hand side, choose a category.



- Click **Save** or **Save and Close** to keep the header or click **Cancel** to return to *Edit Website*.

HOW TO CHANGE HEADER TEXT

The Edit Header Pencil opens the Header Editor to allow you to change your text or add pictures.

- In the header, click on the Pencil icon. 



HOW TO REPOSITION HEADER TEXT


The **Move Section** tool allows you to adjust the text's vertical and horizontal position within the header space.

- In the header, click on the **Move Section** icon.



- Use the slider bars to reposition your text or images within the header.

WEBSITE CONTENT EDITOR

The website editor is used to edit text on your pages and in your header. To edit any section of your website, click on the Pencil icon . This will open the editor window.

TEXT EDITOR TOOLBAR

- A. **Find and Replace** - Allows you to find text with your webpage. You can also use this tool to find a particular word and replace it with another word.
- B. **Print** - Prints screen
- C. **Cut** – Cuts selection from webpage
- D. **Copy** – Copies selection.
- E. **Paste**
- F. **Paste from Word** – Pastes selection from Word complete with Word formatting
- G. **Paste Plain Text** – Pastes selection with no formatting.
- H. **Undo** – Undo last change
- I. **Redo** – Brings back last change.
- J. **Strikethrough text**
- K. **Subscript**

- L. **Exponent**
- M. **Insert Link** – Link documents and web pages
- N. **Remove Link** – Breaks link to webpage

- O. **Insert Horizontal Line**
- P. **Insert Custom Character** – Insert characters like mathematical symbols.
- Q. **Erase** – Erases selection
- R. **Insert table**
- S. **Table row properties**

- T. **Table cell properties**
- U. **Insert row before**

- V. **Insert row after**
- W. **Delete row**

- X. **Insert column before**
- Y. **Insert column after**
- Z. **Delete column**

- AA. **Split merged table cells**

- BB. **Merge table cells**
- CC. **Image manager** – Insert images
- DD. **Insert movie clip** – insert video clips
- EE. **Spell check** – spell check website

- FF. **HTML** – view html code




IMAGE MANAGER

The *Image Manager* allows you to import clipart, pictures, and digital photos into your website. You can use the *Image Manager* to change the size and positioning of the image in your site.

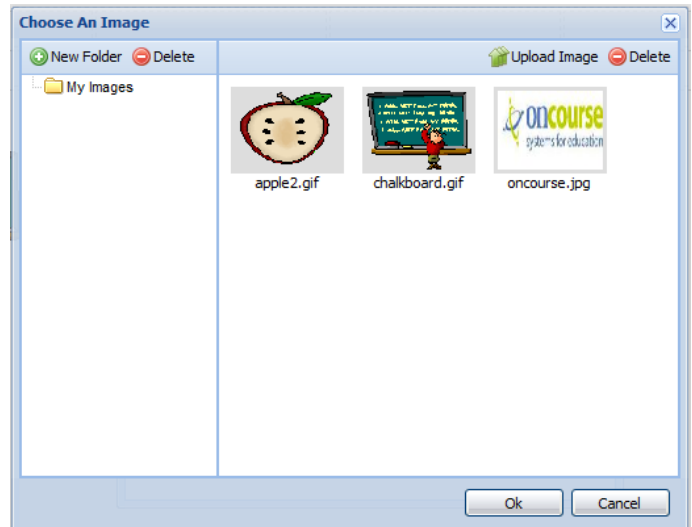
TO UPLOAD A NEW IMAGE

- From the *Website Editor Toolbar*, click on the **Insert/edit image** icon .

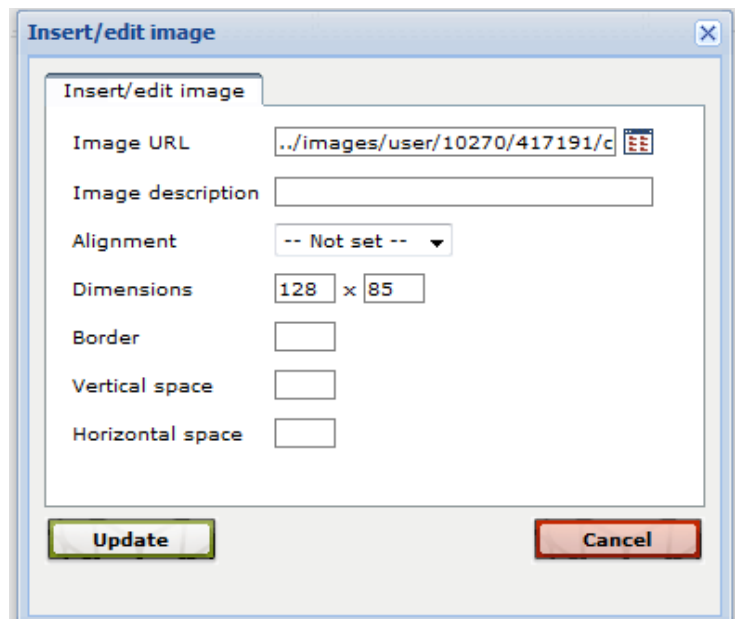


- To browse your computer for an image, click on the **Browse** icon .


- The *Insert/edit image properties* screen will come up.
- Click on the image you would like to insert into your webpage.
- Click the **OK** button.

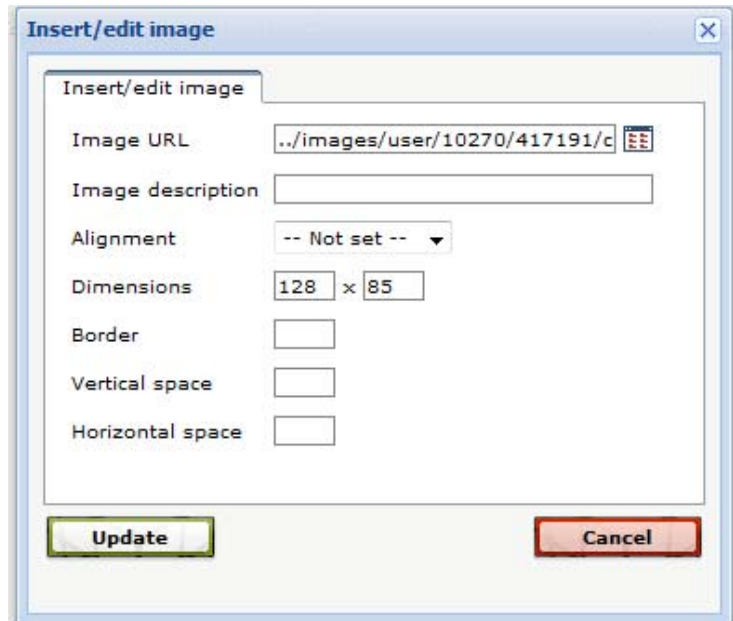


- You can click Insert to place the image into your website or you can adjust settings in this screen to change the image properties.
 - **Image description** – a description of the image that will appear when the mouse hovers over the image
 - **Alignment** – sets the position of the image on your web page
 - **Dimensions** – sets the image size
 - **Border**
 - **Vertical space**
 - **Horizontal space**
- Click **Update** when you are ready to place the image into you website.



EDITING IMAGE PROPERTIES

- Click on **Edit Page** icon .
- **Right click** on the image you would like to edit.
- Click on **Insert/Edit Image**.
 - **Image description** – a description of the image that will appear when the mouse hovers over the image
 - **Alignment** – sets the alignment of the image on your web page
 - **Dimensions** – sets the dimension of the image
 - **Border**
 - **Vertical space**
 - **Horizontal space**
- Click **Update** when finished.



The dialog box titled "Insert/edit image" contains the following fields and controls:

- Image URL:** A text field containing the path `../images/user/10270/417191/c` and a small icon button to the right.
- Image description:** An empty text input field.
- Alignment:** A dropdown menu currently showing "-- Not set --".
- Dimensions:** Two text input fields showing "128" and "85" separated by an "x" symbol.
- Border:** An empty text input field.
- Vertical space:** An empty text input field.
- Horizontal space:** An empty text input field.
- Buttons:** "Update" (green border) and "Cancel" (red border) buttons at the bottom.


LINK DOCUMENTS

The Link Documents icon allows you to reference documents in the OnCourse documents folder. Documents must be loaded into the OnCourse documents folder through the Documents tab, before they can be linked to your website.

- Click on the **Edit Page** icon .

- **Type** the name or a description of the document that you would like to add to your website.
(Ex: Class Overview)
- **Highlight** the name that you just typed.
- This will activate the **Insert/edit Link** icon



- Click on the **Browse** icon. 
- This will open your OnCourse documents manager folder.
- Click on the document you would like to link and click **Ok**.
- Navigate thru the folders.
- Click on the document you would like to link.
- This will bring you back to the **Insert/edit link** window.

- The link to the document you selected will be in the **Link URL** field.
- You can customize your document link with the Target and Title Tools
 - **Target** – choose to open your document in the same window or have the document open in a new browser window.
 - **Title** – Use this field to give your document a title that will appear when you mouse over the document name.
 - **Class** – Choose a link class for your document. Typically, this is left as “--Not set--”.
- Click **Insert** to place your document into your web page.
- Click **Save and Close**.

HOW TO CREATE LINKS TO WEBSITES AND EMAIL LINKS

- In the website editor, simply type the name of the website or email address you would like to add and put a space at the end.
(Ex: www.google.com or support@oncoursesystems.com)
- Once you put a space at end of the link, the link will underline, indicating that it is now an active link to a web site.
- Click on **Save and Close**.

HOW TO FROM WINDOWS MEDIA

To embed media, you first need to find the html source code for the video you would like to embed and then you can paste it into the source code editor of your OnCourse webpage.

The example below is an embedded [Windows Media](#) file. *Embedded* means that the player itself is embedded in the web page. For this to work the person viewing your site must have a media player installed.

Embedding a video file is achieved by inserting a block of code in the web page's [HTML](#). There are many variations on the code you can use, depending on whether you want to show video controls, status displays, etc.

HOW TO EMBED MEDIA FROM THE INTERNET

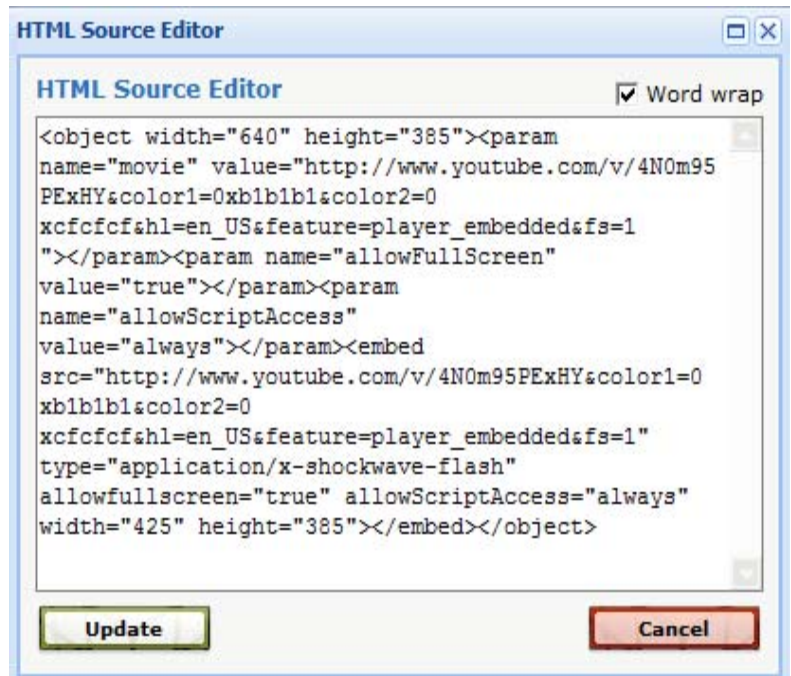
- Locate a video you'd like to add to your page.
- Locate the Embed, and click your mouse within that field. All the text in that field is highlighted.
- You then right mouse click in that field, and select Copy from your browser's drop down that will appear when you right click in the field.

```
<object width="425" height="344">
<param name="movie"
value="http://www.youtube.com/v/GwQMnpUsj8I&hl=en&fs=1">
</param><param name="allowFullScreen"
value="true">
</param><param name="allowscriptaccess"
value="always">
</param><embed
src=http://www.youtube.com/v/GwQMnpUsj8I&hl=en&fs=1
type="application
/x-shockwave-flash" allowscriptaccess="always"
allowfullscreen="true" width="425" height="344">
</embed></object>
```

The embedded code will look similar to the text to the right:

- From the toolbar, click the html icon.

- Right click in the empty box and select **Paste**.
- Click the **Update** button



- You will see your embedded file as a box with the I
- Click **Save and Close**

MAIN MENU ITEMS

EDIT MAIN MENU ITEMS

To add, edit, reorder, publish, or delete menu items, click on the **Edit** icon, above the menu .

HOW TO ADD A NEW PAGE OR WEB LINK

To add a new page

- Click **Add New Page**.
- Create a name for the new page.
- Checking the **Published** checkbox will make your new page immediately available on your public website. Leave this unchecked if you do not want this page accessible.

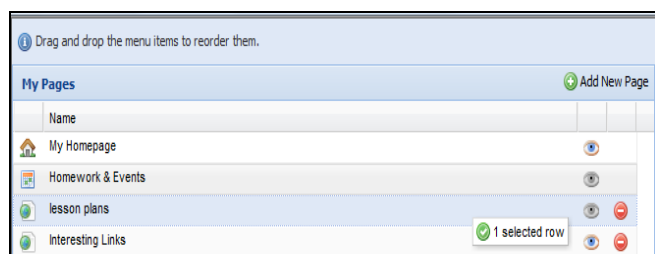
To add a link

- Name your menu item.
- Enter the web link in the website link box.
(Ex: <http://www.google.com>)
- Check the **Published** checkbox to make this link available on your public website.


NOTE: If the **Publish** box is **unchecked**, you will only be able to see this menu item while you are editing. It will **not be visible** on the public website.

REORDER ITEMS IN MENU LIST

- Click and drag the menu item to a new position in the list.




DELETE ITEMS IN MENU LIST

- From the Edit Main Menu Items section, click the **Delete** button  to the right of the menu list item you would like to remove.
- Click **Yes** to the *Confirm Delete* message.

HOW TO RESTORE DELETED MENU ITEMS

- Click on the **Deleted Pages** sub tab.

- Use the Deleted On column to determine the version of the menu item you would like to restore.
- Click the Restore icon  next to the version of the page you would like to restore.
- Click **Yes** to the *Confirm Restore* message.

PUBLISH PAGE

- Click directly on the page name.
This will open the *Edit Page* window.
- Check the **Publish** checkbox at the bottom of the edit page.
- Click **Save Page**.